

**MAINTENANCE
SUPERVISOR
WS-4701-15**

**FACILITIES
MAINTENANCE**

INTRODUCTION

This position is located in the Facilities Management & Airfield Support, Naval Air Station, Lemoore, California. Incumbent serves as Director of the Facilities Management Division. Responsible for laying And executing the facilities transportation maintenance and utilities plan. Exercises full responsibility and control of the five respective branches within the Division, including Maintenance, Utilities, Ground Electronics, Transportation, and Workload Operations.

MAJOR DUTIES AND RESPONSIBILITIES

1. Analyzes all job orders issued to determine them for adequacy of work specifications, task sequencing, estimates of manpower and material requirements. Must be aware of the environmental and natural resource laws and regulations, which have been established by Federal, state and local governments, to complete jobs while preventing pollution and protecting the environment. Ensure all facilities are operated in compliance with the terms and conditions of federal, state and local permits. Determines need .For and makes recommendations for modifications or changes in any factors, which are not adequate.
2. Analyzes all job orders contained in the weekly schedule to determine the optimum sequences for all assigned tasks to be accomplished by all work centers during the week. Provides input to establish operational sequences for utilities outages needed for maintenance work or contract projects.
3. Conducts studies of inspection reports generated by the Preventive Maintenance Inspection program to assess the need for repair or replacement of critical dynamic equipment. Develops recommendations for modification of standing job orders in the Dynamic Equipment Inspection program and The Maintenance and Repair program.
4. Determines division needs and provides input to the annual budget and quarterly spending plans for tools and equipment, consumable supplies and work projects. Identifies space, tools, equipment and vehicle needs. Ensure the tool room is managed and operated consistent with the requirements establish by SECNAVIST 5200.35 and the local Internal Control Program.
5. Coordinates all Division activities to ensure timely completion of job orders as established by the weekly schedules. Revises priorities and schedules to accommodate high priority projects. Assists in the accomplishment of high priority projects in such a manner as to ensure minimum interference or disputation of regularly scheduled jobs. Meets with subordinate supervisors to assign, explain and coordinate work schedules after establishing changes in sequence of operations caused by high priority projects.
6. Reviews work in progress and takes necessary steps to improve effectiveness of work operations when schedules are not being met. Acts quickly to expedite ordering and receipt of material when unforeseen material requirements become known. Coordinates amendments to job orders by consulting with Scheduling/Material Support Branch personnel prior to, submitting formal requests.

20%

7. Determines the need for new or changes in existing operating procedures. Issues directives within the division or provides recommendations to supervisors on items that affect the department, command and/or tenants.

5%

8. Studies and seeks solutions to continuing an/or complex maintenance and operating problems. Initiates and implements corrective actions for areas under his immediate control and provides input and/or coordinates with others in resolving area interfacing with other organizations.

10%

9. Interprets policies, regulations and technical criteria as established and promulgated by higher authority and ensures they are applied appropriately by the division.

5%

10. Responsible for budgeting, administration and obligation of financial resources provided for operation of the division, guidelines are established by law, regulation and departmental policy.

5%

11. Responsible for the scheduling, coordinating and material support to all shops in support of projects and emergency repairs. Determine equipment, manpower needs and tool requirements to complete all projects. Material Support to include the operation of a 12,000 square foot warehousing facility, with inventory and accountability responsibility of material from receipt to issue.

5%

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of management practices, maintenance procedures and the ability to apply such knowledge. Mastery of the facilities maintenance system.

Thorough knowledge in construction and repair methods, trade and production techniques.

Knowledge of utilities distribution systems.

Knowledge of codes, regulations and law pertaining to buildings, structures and utility systems.

Knowledge of safety and other health regulations pertaining to work environment.

Ability to review, compile and analyze work history to draw conclusions and develop and implement solutions.

Knowledge of Fleet Management concepts, policies and operations.

Ability to supervise a large work force.

Ability to make oral and written reports.

CONTROLS OVER THE POSITION

The immediate supervisor is the Facilities Management & Airfield Support Director. The supervisor provides administrative direction on assignments in terms of broadly defined objectives, functions and milestones. The incumbent has responsibility for independently planning, coordinating and executing program projects, studies or other work. Results of work are considered technically authoritative and are normally accepted without change. If the work is reviewed, the review concerns such matters as fulfillment of objectives and general approach.

GUIDELINES

Guidelines include manuals, maintenance publications, established procedures, industry practices and policy statements. These guidelines are usually inadequate in dealing with more complex problems, requiring the incumbent to use experience, judgment and resourcefulness in Selecting, adapting and applying maintenance and utilities practices to situations where precedents are not available due to factors such as local conditions or need to deviate from standard practices in order to keep below prescribed objective.

COMPLEXITY

The work involves several fields of endeavor requiring a high degree of flexibility and a broad range of technical, supervisory and management skills. The position integrates a Specific knowledge of work control, trade practice, work scheduling and motivational skills. The incumbent views problems and potential solutions in context of remedies available at both activity level and in the entire Navy community.

The incumbent is called upon to execute the in-house portion of vital transportation maintenance and utilities programs for the entire Station and he must be able to resolve critical, technical and managerial problems. The recommendations and decisions of the incumbent establish Station position on significant items and can directly effect mission capability.

This Division is the focal point for all matters pertaining to maintenance repair and utilities operation.

SCOPE

The purpose of the work is to plan and conduct maintenance, repair and operation of facilities and utilities for the Naval Air Station complex. As Division Director, incumbent serves as

a consultant for production planning and provides the technical and management advice to managers and others within and outside of the Department, covering methods and resources to be used by shops in meeting work requirements. Action by the incumbent affects the long range material condition of Station facilities, equipment and utility systems and, therefore, affects the capability of the command to meet its mission requirements.

PERSONAL CONTACTS

Personal contacts are with senior officers and management level employees within and outside of the Station. The incumbent also has contact with contractors and their management personnel. Deals with technical professionals within and outside this activity.

PURPOSE OF CONTACTS

To plan and coordinate work efforts with other managers to meet the Station's objectives, to resolve conflicts and to solve technical and administrative problems.

PHYSICAL DEMANDS

The work is principally sedentary, although there may be some walking, or bending involved in activities such as, inspections and investigation of facilities, structures and/or equipment.

WORK ENVIRONMENT

Work is usually performed in an office setting, although there is exposure to conditions of facilities undergoing maintenance and repair.